



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT DIRECTOR, DEPARTMENT OF PUBLIC WORKS

Class No. 002211

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Director, Public Works; to assist in managing the activities of the Department of Public Works; to provide services that preserve and enhance the public safety and quality of life in San Diego County through establishing and maintaining a reliable, cost effective infrastructure; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position, executive management class allocated only to the Department of Public Works. Under administrative direction, the Assistant Director, Public Works is responsible for assisting in the management of the department and acting in the absence of the Director, Public Works.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Assists in planning, directing, organizing, coordinating, and evaluating the activities of the Department of Public Works.
2. Directs the services provided in the areas of wastewater, highway safety, land development, road operations, and solid waste.
3. Assists in the development and implementation of countywide policy and procedures related to public works functions.
4. Directs the development and implementation of department plans and programs.
5. Reviews and approves negotiated contracts for outside services or equipment.
6. Assists in the review of the department's program efforts and direction.
7. Evaluates program or project progress, identifying and resolving problems, and making adjustments as necessary.
8. Assists in preparing the department's annual budget, and monitors revenue and expenditure transactions.
9. Conducts fiscal analyses and prepares cost projections.
10. Identifies operational problems and formulates appropriate solutions.
11. Prepares executive and technical reports and correspondence.
12. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities and issues.
13. Performs special studies and projects as assigned by the Director.
14. Acts in the absence of the Director.
15. Supervises subordinate staff.
16. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Civil engineering theories, procedures, and methods.
- Federal, state, and local regulatory codes related to public works activities and operations.
- Contract negotiation and administration.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Policy/procedure development and implementation related to public works services.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Assist in planning, organizing, directing, and evaluating the activities of public works staff involved in performing a variety of services for public health and safety.
- Coordinate department activities with outside jurisdictions and public/private agencies.
- Develop and implement department policy and procedures.
- Identify and resolve department operational problems.
- Assist in preparing annual departmental budget, and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Provide prompt, efficient, and responsive service.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception necessary for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Any combination of education, training, and/or experience that would demonstrate possession of the required knowledge, skills, and abilities listed above.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Registration as a Professional Engineer, licensed by the State of California as a Civil Engineer (Business and Professional Code, Section 6730), is preferred.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: June 30, 1979
Revised: June 8, 1994
Reviewed: Spring 2003
Revised: June 8, 2004

Assistant Director, Department of Public Works (Class No. 002211)

Union Code: EM

Variable Entry: Y